# Hiring 101: Best Practices for Hiring the Library Workers You Need September 19, 2019

## **Employment Help:**

#### Websites:

## **Aspen Institute Cost of Turnover Tool**

https://www.aspeninstitute.org/publications/cost-of-turnover-tool/ (In Excel or Word)

## Ask a Manager

https://www.askamanager.org/

# Handy Reference Guide to the Fair Labor Standards Act

https://www.dol.gov/whd/regs/compliance/hrg.htm

# **HR Resources: Recruitment and Retention**

https://txla.org/tools-resources/retention-recruitment/

## Screw You guys, I'm Going Home Blog

https://employeeatty.blogspot.com/

# **Understanding EEO Categories**

https://resources.workable.com/tutorial/eeo-categories

Facebook, Private Group, Library Employee Support Network

Facebook, Private Group, The Library Management Group

#### **Job Listings:**

#### **American Library Association Joblist**

https://joblist.ala.org/

#### The Association for Rural and Small Libraries Library Jobs

https://arsl.info/category/jobs/

# IFLA Libjobs mailing list

https://www.ifla.org/mailing-lists (scroll down to LIBJOBS)

## INALJ

http://inalj.com/

# **Texas Library Association Job List**

https://txla.org/tools-resources/retention-recruitment/tla-jobline/overview/

# Competencies:

# **Competency Index for the Library Field 2014**

https://www.webjunction.org/documents/webjunction/Competency\_Index\_for\_the\_Library\_Field.html

# **Competencies for Librarians Serving Children in Public Libraries**

http://www.ala.org/alsc/edcareeers/alsccorecomps

# **LLAMA Foundational Competencies for Library Leaders and Managers**

http://www.ala.org/llama/leadership-and-management-competencies

# **Teen Services Competencies for Library Staff**

http://www.ala.org/yalsa/guidelines/yacompetencies

# **Books:**

Brumley, Rebecca. *The Neal-Schuman Directory of Public Library Job Descriptions*. Neal-Schuman Publishers, Inc., 2005.